

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## POSITION VACANCY ANNOUNCEMENT

### CHILD AND FAMILY SERVICES AGENCY

#### HUMAN RESOURCES ADMINISTRATION

**ANNOUNCEMENT NO:** CFSA-10-P005

**POSITION:** Social Worker (Recruitment)  
DS-185-9/11/12

**OPENING DATE:** 10/19/09

**CLOSING DATE:** Open Until Filled

**IF "OPEN UNTIL FILLED"**  
**FIRST SCREENING DATE:** 11/02/09 and every  
two weeks thereafter

**SALARY RANGE:** DS-185-09 \$52,589 - \$65,657  
DS-185-11 \$59,903 - \$75,689  
DS-185-12 \$67,600 - \$86,482

**WORK SITE:** WASHINGTON, D.C.

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

**PROMOTION POTENTIAL:** DS-12

**AREA OF CONSIDERATION:** UNLIMITED

**NO. OF VACANCIES:** ONE (1)

**AGENCY:** Child and Family Services Agency (CFSA), Office of the Deputy Director for Community Services (ODDCS), Family Resource Division (FRD)

**DURATION OF APPOINTMENT:** | ☒ | **Permanent** | | ☐ | **Term (13 months to 4 years) NTE:** \_\_\_\_\_  
| ☐ | **Temporary (Up to 1 year, Not-to-Exceed)** \_\_\_\_\_

☒ | **This position IS in the collective bargaining unit represented by AFSCME – LOCAL 2401 and you may**

**be required to pay an agency service fee through an automatic payroll deduction.**

☐ | **This position IS NOT in a collective bargaining unit.**

**RESIDENCY PREFERENCE AMENDMENT ACT:** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

#### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent conducts child-specific adoption and foster care recruitment. Reviews all pertinent information from the child's record to ascertain specific circumstances of the child (birth family, home environment, socio-economic status, health education, and mental health history) to develop an accurate profile of the child, for the purpose of exploring possible adoptive matches. Reviews information from collateral sources such as references, schools, medical reports, courts, police, employers, and other social service agencies. Assists in preparing children for adoption, recruitment and placement. Observes interactions, both verbal and non-verbal of children and infers areas of interpersonal comfort between adults, siblings and peers. Conducts orientations and prepares prospective foster and adoptive parents to pursue pre-service training. Maintains up-to-date case files for documentation of case activity. Maintains statistical data, which reflects an accurate account of the number of clients served, and the number of types of activities performed. Participates in educational and training activities, professional meetings, conferences, and seminars to keep abreast of the latest changes in the field of social work. Participates in supervisory conferences, individually and with other social workers for the purpose of case planning, sharing information on resources, joint decision-making and discussing agency-related matters. Participates in community events to recruit for prospective foster and adoptive parents for children served by CFSA and works to establish community relationships for this purpose. Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- DS-09 requires a D.C. Graduate Social Worker License.
- DS-11 requires a D.C. Graduate or Independent Social Worker License.
- DS-12 requires a D.C. Independent Clinical Worker License.

**Position requires a Valid Driver's License.**

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of human behavior dynamics; sensitivity to cultural diversity, age, and religious differences affecting child rearing, family and kinship patterns, attitudes about illness and medical care, and communication patterns; to conduct home visits or investigations, develop case plans and provide counseling;
2. Knowledge of psychiatric, psychological and medical practices used in the evaluation of treatment of children and families, to serve as an effective member of the multi-disciplinary treatment team;
3. Knowledge of pertinent resources, legal status and related policies and procedures as they affect children and families;
4. Knowledge and ability to identify a child's appropriate adjustments to removal and foster care; and
5. Through knowledge of the child welfare field to provide social work services for individuals and families and skills to develop appropriate interpersonal relationships.

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSa is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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<b><u>TO APPLY:</u></b>	<b><u>FAX TO:</u></b>	<b>(202) 727-5750</b>	<b><u>WEB SITE:</u></b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
	<b><u>EMAIL TO:</u></b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>	<b><u>TELEPHONE:</u></b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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